

Martin County Commissioners
PO Box 600
Shoals, In 47581

**Consultant Notification – Request for Proposals for Construction
Engineering Services**

Project Location: Martin County Bridge No. 68 Historic Rehabilitation
Brooks bridge Road over East Fork of White River

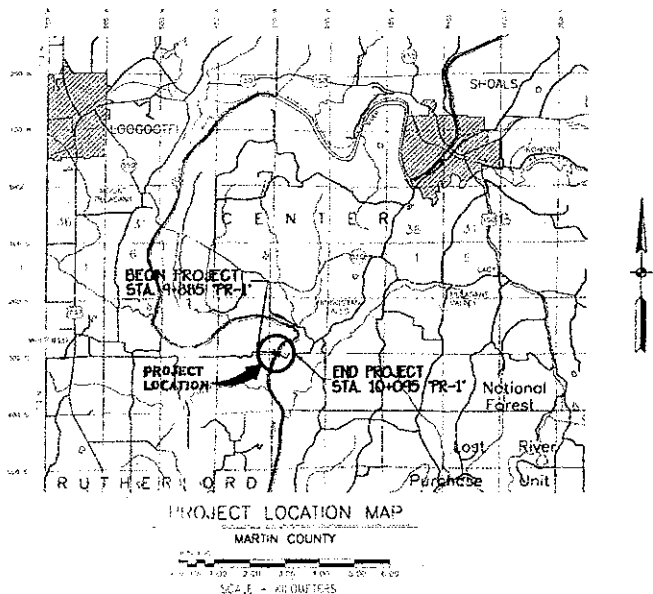
Posting Date: February 6, 2008

Response Due Date and Time: February 22, 2008; by 4:00 pm

Project Location:

The proposed project is located in Sections 10 and 15, Township 2 North, Range 4 West, Center and Rutherford Townships, Martin County, Indiana. This location is shown on the USGS Rusk, Indiana Quadrangle approximately 3.7 miles east of State Road 231 and 3.4 miles south of Loogootee.

This Request for Proposals (RFP) is the official notice of needed professional services for Martin County, Indiana. The County is seeking a qualified consultant to provide Construction Engineering services for the historic rehabilitation of Martin County Bridge No. 68 carrying Brooks bridge Road over East Fork of White River.



Contact for Questions: Darrell Courtright, Highway Superintendent
PO Box 57
Shoals, In. 47581
Phone: (812) 247-2666
Fax: (812) 247-9935

Submittal requirements:

1. Letter of Interest (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items with Disadvantaged Business Enterprise (DBE) goals (sample form follows).

Submit To: Martin County Highway Department
PO Box 57
Shoals, In 47581

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

To be eligible for consideration, the lead consultant must be prequalified by INDOT.

Requirements for Letters of Interest (LoI)

A. General instructions for Preparing and Submitting a Letter of Interest (LoI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of twelve (12) 8 ½" x 11" pages. Ten (10) pages for Identification and Qualification and two (2) pages for the combined Key staff and Project Approach unless otherwise

noted in the Project Description.

3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered.

B. Letter of Interest Content

1. Identification and Qualifications (10 Page Maximum)

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate and contractually bind the firm for the associated work.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub consultant (sample Affirmative Action Certification follows). For a current listing of eligible INDOT pre-qualified DBE firms logon to the INDOT website at: <http://www.in.gov/dot/div/legal/rfp/eligiblefirms.xls>
- c. Provide staff resumes, relevant work experiences, expertise, and /or qualifications directly applicable to the associated work.

2. Key Staffing and Project approach (2 Page Maximum)

- a. List the Project Manager and other key staff members, including key sub consultant staff. For each key staff member to be assigned to the project include the percent of time that each individual will commit to the proposed contract, if selected. Include any relevant experience on similar projects of key staff members and how it relates to the work anticipated for this project.
- b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
- c. Provide a description of your firm's Project Approach relative to the advertised services. Demonstrate your firm's technical understanding of the project and services required as related to past experience on similar projects and your firm's qualifications. Verify that your firm has visited the project site.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for all items that identify a DBE or MBE/WBE goal, greater than "0" in order to be considered for selection. The consultant must identify the DBE firms or MBE/WBE firms (whichever applies) with which it intends to subcontract. Include the contract participation percentage of each DBE or MBE/WBE and list what the DBE or MBE/WBE will be subcontracted to perform on the Affirmative Action Certification Form.

Copies of DBE certifications, as issued by INDOT, or MBE/WBE certifications, as issued by IDOA, for each firm listed are to be included as additional pages after the form.

If the consultant does not meet the DBE or MBE/WBE goal, the consultant must provide documentations on additional pages that it has made good faith efforts to achieve the DBE or MBE/WBE goal.

Please review the DBE program and/or MBE/WBE program as applicable based on any goals set and completes the DBE Affirmative Action Certification Form or the MBE/WBE Affirmative Action Certification Form as applicable. What constitutes good faith efforts is explained in detail within the DBE or MBE/WBE program information referred to above. If no goal is set then no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE/MBE/WBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website on the "Prequalified Consultants" link

DBE/MBE/WBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE/MBE/WBE.

Work item details:

Local Public Agency Name: *Martin County, Indiana*

Project Location: *The proposed project is located in sections 10 and 15, Township 2 North, Range 4 West, Center and Rutherford Townships, Martin County, Indiana*

INDOT District covering project: *Vincennes*

INDOT Des#: (if known) *9981590*

Project Phases Included: *Construction Engineering*

Project Description: This project includes Construction Engineering services for the historic rehabilitation of Martin County Bridge No. 68 carrying Brooks Bridge Road over the East Fork of the White River.

Estimated Construction Amount: *\$ 980,000.00*

Funding: Federal Funding involved

Term of Contract: *(est. start date): May 1, 2008*
(est. stop date): May 1, 2009

DBE goal: *3 %*

Required Prequalification Categories: The selected consultant must be pre-qualified by the Indiana Department of Transportation

CONSULTANT SELECTION RATING FORM

Selection Rating for RFP No. _____

Des# _____

Consultant Name: _____

Services Description: _____

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data				
	Quality score for similar work from performance database			12	
	Schedule score from performance database			7	
	Responsiveness score from performance database			7	
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subconsultants and documentation skills			10	
	Demonstrated outstanding experience in similar type and complexity	2			
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume	0			
	Experience in different type and lower complexity	-1			
	Insufficient Experience	-3			
Approach to Project	Project understanding and innovation that gives cost and/or time savings.			15	
	High level of understanding and viable innovative ideas proposed	2			
	High level of understanding of the project	1			
	Basic understanding of the project	0			
	Lack of project understanding	-3			
Capacity of Team to do Work	Evaluation of team's personnel and equipment to perform the project on time			20	
	Availability of more than adequate capacity that results in added value	1			
	Adequate capacity to meet schedule	0			
	Insufficient capacity to meet the schedule	-1			
Team's Demonstrated Qualifications	Technical Expertise: Unique resources & equipment that yield a relevant added value or efficiency to the deliverable			15	
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit	2			
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit	1			
	Expertise and resources at appropriate level	0			
	Insufficient expertise and/or resources	-3			
Location	Location of assigned staff office relative to project			5	
	Within 50 Miles	1			
	51-150 miles	0			
	151-500 miles	-1			
	Greater than 500 miles	-2			
Weighted Sub-Total:					

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories.

Name: _____ Signed: _____

Title: _____ Date: _____

Request for Proposals No. _____
Item No. _____

AFFIRMATIVE ACTION CERTIFICATION

I do hereby certify that it is the intention of my company to affirmatively seek out and consider DBEs certified in the State of Indiana, to participate as part of this proposal. (For listing of DBE certified firms, see www.in.gov/dot/div/legal/DBE/dbe_list.xls.)

I understand and agree that all subconsulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed, shall be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting shall be approved or commenced until the Department of Transportation has reviewed and approved the affirmative actions taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP.

I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification may cause the proposal to be rejected.

I hereby certify that contact has been made with the certified DBEs listed in this certification, and that, if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for **voluntary** DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

SUBCONSULTANTS

DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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DBE SUBCONSULTANTS TO BE USED BEYOND GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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Total Percentage Credited toward DBE Goal (Race/Gender Conscious): _____

Total Percentage of Voluntary DBE Work Anticipated over DBE Goal (Race/Gender Neutral): _____

Name of Company: _____

By: _____ Date: _____